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ER-5-9762

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AUG 26 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Five Positions - Technical Services Staff

1. The subject request involves the establishment of one Collection Specialist and four Document Analyst positions in the Intelligence Division, Technical Services Staff (Tab A).

2. Inasmuch as these positions will be filled by military personnel, there will be no increase in civilian personnel ceiling. The proposed positions are within the authorized military ceiling of the Technical Services Staff.

3. The use of reimbursable military personnel is not advantageous to the Agency in the career sense nor financially and should therefore be employed as set forth [redacted] only when operationally necessary.

25X1A

4. The Assistant Director for Personnel has approved classification of the proposed positions at GS-11 (Tab B).

5. The Chief, Budget Division has ascertained that sufficient funds are available to support the requested positions (Tab C).

6. It is recommended that the subject request be approved as classified by the Assistant Director for Personnel.

SIGNED

[redacted]
Chief, Management Staff

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Attachments:

- Tab A - Request for Five Positions-
- Tab B - Approval of AD/P-
- Tab C - Budget Divn to provide funds-

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No Change in Class.	☐
☐ Declassified	
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By:	63

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APPROVED:

Date 4 Sept 54

LS/
LAWRENCE E. HOUSTON
Acting Deputy Director
(Administration)

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